

JOB POSTING

DEPARTMENT: **Inspectional Services Department**

LOCATION: **Thurgood Marshall Middle School**
 100 Brookline Street
 Lynn, MA. 01902

JOB TITLE: **Building Services Coordinator**

WORK HOURS: **Monday - Friday**

 6:30 a.m.-3:00 p.m.

SALARY: **\$ 63,000.00**

UNION AFFILIATION: **Local 1736**

MINIMUM QUALIFICATIONS: **Please See Attached**

DATE POSTED: **March 14,2016** **CLOSING DATE:** **March 25,2016**

The City of Lynn is an equal opportunity employer.

**INSPECTIONAL SERVICES DEPARTMENT
JOB DESCRIPTION
BUILDING SERVICES COORDINATOR**

DEPARTMENT: Inspectional Services

JOB TITLE: Building Services Coordinator

HOURS OF EMPLOYMENT: 40 Hours - 6:30 a.m. to 3:00 p.m., Monday - Friday

SALARY: \$63,000.00

UNION AFFILIATION: AFSCME Local 1736

MINIMUM QUALIFICATIONS:

- Five years' experience preferred in a similar position in a K -12 school or equivalent environment
 - Must maintain a Massachusetts Driver's license
 - Proficient with Microsoft Office products
 - Proficient in HVAC and energy and building management systems with three (3) years' experience preferred
 - Strong communication and writing skills
 - Strong organizational and time management skills
1. General Statement of Duties and Responsibilities
Perform a wide variety of duties necessary to ensure, that assigned building or work location are cleaned and maintained in an orderly condition, that minor building or other maintenance is performed, that expected housekeeping is completed, the building management system is maintained and adjusted as necessary, to maintain the desired environmental conditions and other duties are performed following established methods and procedures.
 2. Supervision Received
Under direct supervision of the Assistant Supervisor of Custodians and Maintenance
 3. Supervision Exercised
Will direct the duties of several other building custodians, but the primary responsibility is in performing custodial work, coordinating with all outside contractors as necessary to maintain the building, interacting with the school principal or his/her designee and maintain the building management system.
 4. Duties and Responsibilities
 - A. Will be required to determine and assign specific work responsibilities and duties to assigned subordinates; to determine the necessary equipment and supplies needed; to provide necessary training and instructions to assigned personnel performing building and grounds maintenance work. Will make periodic inspections of work sites to insure, that work is being performed according to established guidelines and instructions. Will direct, instruct, advise, assist, and check subordinates as to schedules, methods, standards of performance, rules and regulations, safety precautions, and other matters affecting their work. Responsible for reporting any issues with subordinates including, breaking of any rules, procedures, regulations, or safety practices, inadequate performance, or any other matters to an Assistant Supervisor of Custodians and Maintenance.
 - B. Confer with Assistant Supervisor of Custodians and Maintenance or others to determine and implement any special cleaning or other maintenance needs within assigned building, investigate complaints concerning custodial services and environmental conditions.
 - C. Must be proficient with a computer and be able to use the Facility Dude Maintenance Management System, Microsoft Office, and energy and building management systems.

D. Must be proficient with Building and Energy Management Systems, to manage the buildings' heating plant, lighting equipment HVAC and electrical equipment and systems and its operations. Must have the ability to read engineering and architectural drawings and specifications to assist in trouble-shooting breakdowns and issues with these systems and determine and contact, the proper contractor for repair.

E. Will maintain records of attendance, building use, overtime, building logs, vacation requests, and other documents and forms as directed. Will maintain the building inventory and be able to order necessary supplies in accordance with Departmental policy.

F. Set up custodial work schedules. Perform designated custodial duties alone, or with a small crew. Collect and dispose of refuse, move and arrange furniture, as directed. Policing outside grounds. Required to change light bulbs, check emergency lights, and exterior lights for proper operations.

G. Will be required to remove snow and treat all sidewalks and entranceways.

H. Maintain equipment in good operating condition, keep work areas clean and orderly; eliminate or report safety hazards.

I. Perform other duties as assigned or as directed by Supervisors).

J. Perform small maintenance repairs as instructed.

K. Required to upgrade skills and receive additional training, at no cost to the employee, to conform with new technology.

Must be a Lynn resident or be willing to move to the City within six months of accepting the position

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Date of Posting: 3/14/2016

Closing Date: 3/25/2016

Application and resume must be submitted to the Personnel Department, Room 412, Lynn City Hall by the close of business (12:30) Friday, March 25, 2016 .

